



<https://aerin.ky.gov>

Introduction to the Adult Education Reporting Information Network System

Fiscal Year 2006-2007

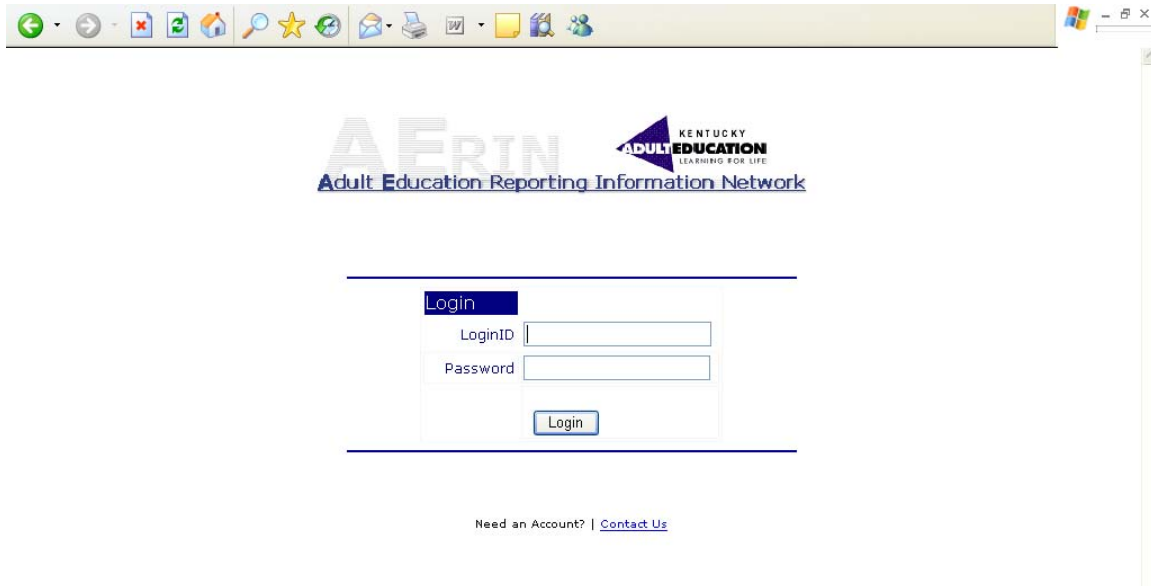
Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601
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Login Screen



The screenshot shows a web browser window with the AERIN logo and the text 'Adult Education Reporting Information Network'. Below the logo is a login form with the following fields and buttons:

- Login** (button)
- LoginID** (text input field)
- Password** (password input field)
- Login** (button)

At the bottom of the form, there is a link: [Need an Account? | Contact Us](#)

Welcome to AERIN. After being trained, you will receive a security agreement to request a login ID and password. Complete this form, secure your supervisor's signature, make a copy for your records and mail the original to:

Tammy Powers
Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

Once this form is received your login ID and default password will be issued either by phone or e-mail.

Security Agreement Forms can also be accessed on the KYAE Web site <http://www.kyae.ky.gov/>.

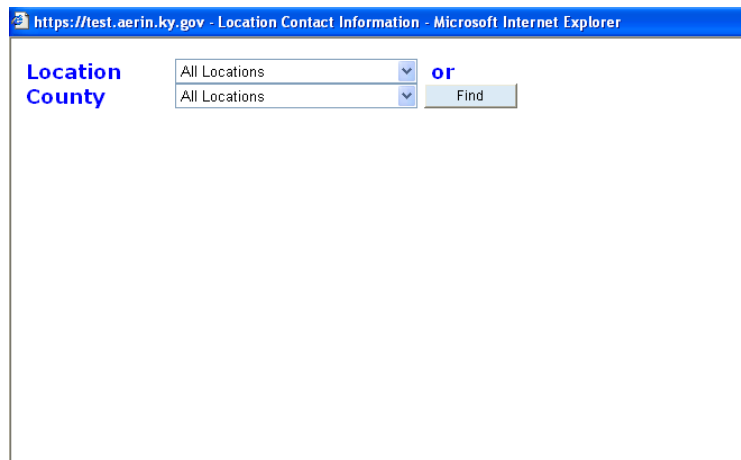
Go to <https://aerin.ky.gov> to access the AERIN login screen. (You may want to create a shortcut on your desktop.) Enter your login ID and password and then click **Login**.

The first time you login using the default password assigned to you, click on **Manage Your Account** to change the default password to a password easy for you to remember but difficult for others to guess.

For assistance with AERIN, please contact:

Terry Tackett (ext. 107) or Tammy Powers (ext. 114) at:
800-928-7323 or 502-573-5114
terry.tackett@ky.gov or tammy.powers@ky.gov

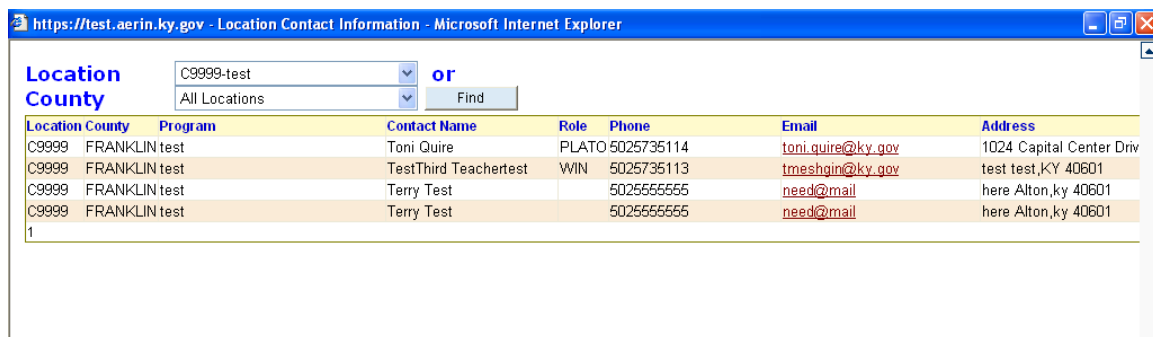
Contact Us Parameter Screen



The contact us display can be accessed from any screen within the system. This screen is used to find contacts for KYAE and staff contacts for every county. The counties are in location code order. **KYAE staff are listed under the location code of C9999.**

Use the drop-down arrow to find the desired location code or county. Once selected, click **Find**.

Contact Us Screen



Location County	Program	Contact Name	Role	Phone	Email	Address
C9999	FRANKLIN test	Toni Quire	PLATO	5025735114	toni.quire@ky.gov	1024 Capital Center Driv
C9999	FRANKLIN test	TestThird Teachertest	WIN	5025735113	tmesghin@ky.gov	test test,KY 40601
C9999	FRANKLIN test	Terry Test		5025555555	need@mail	here Alton,ky 40601
C9999	FRANKLIN test	Terry Test		5025555555	need@mail	here Alton,ky 40601

Location	A program code assigned by KYAE.
County	The name of the county.
Program	The name of the program.
Contact Name	The name of the contact person.
Role	Role or product of the contact person.
Phone Number	The phone number of the contact person.
E-mail Address	The e-mail address of the contact person.
Address	Address of the contact person.

Manage Your Account Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

User Maintenance

Password Update

Current Password: New Password: Confirm New Password:

To keep your existing password, simply leave the New Password boxes blank.

Name Update

First Name: Last Name:

E-Mail Update

E-Mail Address:

Save Changes ← Remember to click **Save Changes!**

Click on **Manage Your Account** to change your password and update your name and work e-mail address.

You will need to complete the following fields.

Current Password	Enter your current password. The first time you login, use the default password assigned by KYAE.
New Password	Enter a password easy to remember but hard for others to guess.
Confirm New Password	Enter the new password again to confirm.
Name	Make sure your name is spelled correctly.
E-mail	If your e-mail address reads need@mail , replace it with your correct work e-mail address.

NOTE: The password will not expire. Passwords can be changed at any time.

If you forget your password, login ID or get locked out of the system, contact Terry or Tammy (see page 3).

Once you have finished making revisions, click **Save Changes**.

Manage Your Locations Screen

Browser toolbar: Back, Forward, Home, Stop, Reload, Search, Star, Print, Mail, Chat, etc.

AERIN **KENTUCKY ADULT EDUCATION**
Adult Education Reporting Information Network
LEARNING FOR LIFE

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Logout](#) [?](#)

My Locations

LocationID	Location Name	Location Type Code	Detail
C9999	test		Edit Details
1			

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

To update location information, click **Manage Your Locations**. The following information will be displayed: LocationID, Location Name, Location Type Code and Detail. Click **Edit Details** to access the location information screen.

Location Information Screen

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 Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Logout](#) [?](#)

Location - Site Edit

Location: C9999test

Location Site Contact Location Roles

Address: 1024 Capital Center Drive Mail to Address: 1024 Capital Center Drive now
 City: Frankfort City: Frankfort County: 037 FRANKLIN
 State: KY Kentucky Zip: 40601 - 8204 State: KY Kentucky Zip: 40601 - 8204
 Phone: 502 - 573 - 5114 Ext. Fax: 502 - 573 - 5436
 Location Name: test
 Status Comments:

Save

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

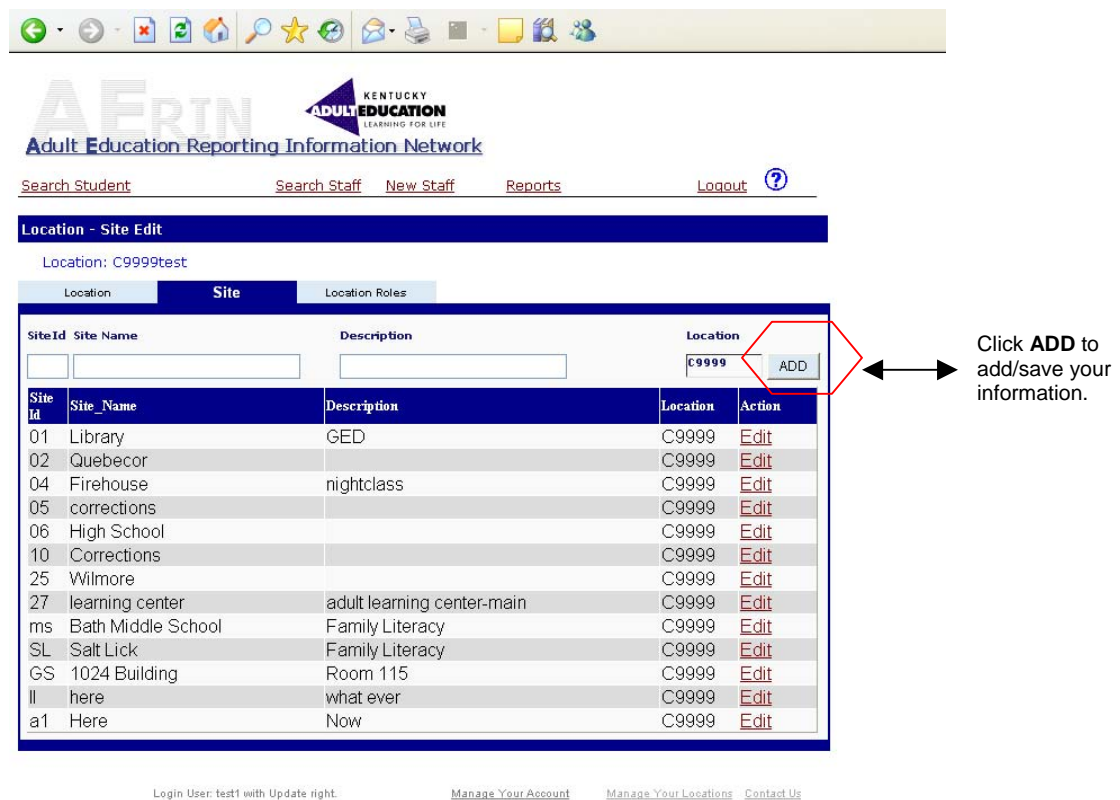
Click **Save** to save your changes.

The location information should be completed once per contracted county. List the information for the main adult education center.

Address	Enter work address.
City	Enter work city.
State	Use the drop-down arrow to select the state.
Zip	Enter zip code.
Phone	Enter work phone number.
Location Name	This field is auto-populated.
Mail to Address	Enter mailing address of main adult education center.
City	Enter city of the main adult education center.
State	Enter state of the main adult education center.
Zip	Enter zip code of the main adult education center.
Fax	Enter work fax number.
County	Use the drop-down arrow to select the county.

After completing the above required fields or making changes, click **Save**.

Satellite Site Screen



Location: C9999test

Location Roles

SiteId Site Name Description Location

ADD

Site Id	Site Name	Description	Location	Action
01	Library	GED	C9999	Edit
02	Quebecor		C9999	Edit
04	Firehouse	nightclass	C9999	Edit
05	corrections		C9999	Edit
06	High School		C9999	Edit
10	Corrections		C9999	Edit
25	Willmore		C9999	Edit
27	learning center	adult learning center-main	C9999	Edit
ms	Bath Middle School	Family Literacy	C9999	Edit
SL	Salt Lick	Family Literacy	C9999	Edit
GS	1024 Building	Room 115	C9999	Edit
ll	here	what ever	C9999	Edit
a1	Here	Now	C9999	Edit

Login User: test1 with Update right. Manage Your Account Manage Your Locations Contact Us

In order to add satellite sites to a location, click on the **Site** tab from **Manage Your Locations**.

This is optional. The site ID can be any combination of numeric or alpha characters. By using a satellite ID, you have the ability to enroll students at satellite sites, as well as the means to run reports by each satellite location.

Site ID Enter ID of choice (alpha or numeric characters allowed).

Site Name Enter name of the satellite site.

Description Enter a brief description of the satellite site.

Location Location code assigned to a county.

After completing the required fields, click **Add** to save the new satellite site information.

To revise an existing satellite site, click **Edit** to open the details, make necessary changes and then click **Update** to save changes.

Location Roles Screen

Location: C9999test

Location Roles

Product

Contact

Staff Name	Product	Edit Delete
Toni Quire	PLATO	Edit Delete
TestThird Teachertest	WIN	Edit Delete

1

Save

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

The information listed under the **Location Roles** tab from **Manage Your Locations** will populate the contact us screen. It will enable others to contact a person for a specific product.

This is very important information to keep updated. Other counties and KYAE staff can use this data to contact you about enrolled students.

Product Use the drop-down arrow to select the product.
The following options are available:

AERIN
PLATO (must be trained instructor)
WIN (must be trained instructor)
LiteracyLink (must be trained instructor)
GED

Contact Use the drop-down arrow to select the appropriate contact person.

To add a new contact, select the correct product and contact, then click **Save**. To delete an existing contact, click **Delete** next to the desired contact to remove.

Staff General Information Screen

Click **Add Additional Information** to add/save your information and move to the next screen.

Click on **New Staff** for basic information on local program staff – name, address, gender and race. **This must be completed prior to entering the Additional Information and the Locations/Programs data. Since the enrollment program type codes are limited to those identified in Location/Programs, this section must be completed for all staff before enrolling students.** (See Appendix A for program type code definitions.)

NOTE: All staff still employed will need to be made active. Click the drop-down arrow and choose active.

- Enter all 2006-07 personnel in AERIN using job titles consistent with information reported on personnel worksheets.
- Report personnel changes to KYAE on a revised personnel worksheet and update AERIN within 10 days of changes. KYAE will compare invoices with personnel entered in AERIN.
- All staff must be entered in AERIN since this information is used to populate PDtrack users.

If a staff person leaves a program, immediately notify Tammy or Terry (see page 3) so the login ID may be revoked. Next, change their status to inactive on the **General Information** tab. All program type codes listed on the staff **Locations/Programs** will now reflect an inactive status.

SSN	Enter social security number of staff person.
First Name	Enter first name of staff person.
Last Name	Enter last name of staff person.
MI	Enter middle initial of staff person.
E-Mail	Enter work e-mail address for staff person.
Race	Use the drop-down arrow to choose the race of the staff person. The following options are available: <ul style="list-style-type: none"> 1 American Indian/Alaskan Native 2 Black, or African American 3 Asian 4 Hispanic or Latino 5 White, Not of Hispanic Origin 6 Native Hawaiian or Pacific Islander
Job Activation Date	Enter the job activation date for the staff person.
Address	Enter the work address for the staff person.
City	Enter the city for the staff person.
State	Enter the state for the staff person.
Zip	Enter the zip code for the staff person.
Phone	Enter the work phone number for the staff person.
Gender	Use the drop-down arrow to choose the Gender for the staff person.
Status	Use the drop-down arrow to choose the Status for the staff person. The following options are available: <ul style="list-style-type: none"> Active Inactive
Job Description	Use the drop-down arrow to choose the description that applies. The following titles are available: <ul style="list-style-type: none"> Program Director Instructor Instructor's Aide Clerk Co-op Student/Intern

After completing the necessary fields click **Add Additional Information** to save the information and go to the next screen. If making updates click **Save** after finishing the revisions.

Staff Additional Information Screen

To access this screen when entering new staff click **Add Additional Information** from the staff **General Information** screen once it is completed. To access this screen for existing staff click the **Additional Information** tab.

This screen contains information on local program staff – adult education status, education level, hours a week, years in adult education, salary range, certificates and primary assignment. **This must be completed prior to entering the Locations/Programs information. Since the enrollment program type codes are limited to those identified in Location/Programs, this section must be completed for all staff before enrolling students.** (See Appendix A for program type code definitions.)

- | | |
|------------------|--|
| Adult Ed. Status | Use the drop-down arrow to select your adult education status. The following options are available:

Full-Time
In Kind
Less Than 50 Hours per Year
Part-Time |
| Education Level | Use the drop-down arrow to select the highest education level completed by staff. The following options are available:

Associate Degree
Bachelor Degree
Doctorate
High School
High School Equivalency/GED
Less than High School
Master Degree
Rank I |
| Hrs./Week | Enter the number of hours staff work per week. |
| Yrs in AE | Enter the total number of years experience in adult education for staff. |

Salary Range Use the drop-down arrow to select the hourly salary range for staff. The following options are available:

Less than \$10
\$10-\$15
\$16-\$20
\$21-\$25
More than \$25

Certificates Click the appropriate box if you are a certified teacher.

☐ Kentucky ☐ Other

Primary Assignment Use the drop-down arrow to choose the staff primary assignment. The following options are available:

ABE/GED
Corrections
Data Clerk
English as a Second Language
Family Literacy
Mathematics
Program Director
Reading and Writing
Technology/Distance Learning
Workforce Education

NOTE: Primary assignments will be tracked through professional development activities.

After completing the required fields click **Add Programs and Locations** to save the information and to advance to the next screen. If making updates, click **Save** after making the necessary revisions.

Staff Locations/Programs Screen

Click **Add** each time you select a new program type.

To access this screen when entering new staff click **Add Programs and Locations** from the staff **Additional Information** screen once it is completed. To access this screen for existing staff click the **Locations\Programs** tab.

This is a very important screen. In order to enroll students, this screen must be completed for all staff working with students. YOU MUST LIST EVERY PROGRAM TYPE THAT APPLIES FOR EACH STAFF MEMBER. Code 00 is for admin personnel who are required to be in the system but are not instructing students, such as data entry clerks or some directors.

Once staff members are assigned to the appropriate program type and click **Add**, the information appears at the bottom of the screen with a status of A (active). Also displayed are location, program, date left, reason, status, fiscal year, edit and delete.

If enrolling a student and the staff person's name is not in the drop-down list, return to this screen. If the program type is not listed, **Add** it.

Location This is the location code assigned to your program by KYAE.

Programs Use the drop-down arrow to select the program type needed. Repeat this process for every code. *Example:* For staff assigned to students in program types 01, 11 and 15, choose 01 and click **Add**. Continue to do the same for codes 11 and 15. **Remember to click Add** each time a new code is chosen. The following codes are available:

- 00 Administrative Only
- 01 Adult Education or English as a Second Language (AE or ESL)
- 07 Adult Education or English as a Second Language at the Workplace (AE or ESL)
- 09 Work-based Skills or ESL
- 10 Corrections Education Funding
- 11 Family Literacy
- 13 AE/ESL Carry-Over Achievements
- 14 Workforce Project Learner or ESL
- 15 Educational Assessments; Official Practice Test (OPT)
- 18 Workforce Alliance
- 19 English Literacy/Civics Education
- 23 Job Corps
- 25 Workforce Assessment
- 26 Corrections Education Project Learner or ESL
- 27 Computer Literacy Skills
- 28 Corrections Carry-Over Achievements
- 29 Family Literacy Carry-Over Achievements

If a staff person is no longer working in a program type code, change the staff person's status to inactive status for that particular program code. Click **Edit**, enter the date they moved to inactive status (date left) for that program code and the reason for leaving, then click **Update** to save the changes. The staff person's status is now inactive (I) for that program type code.

If a staff person is inactive for a program type code and needs to be reverted to active status, click on **Edit** beside the inactive program type code, and then click **Update**.

*NOTE: The program type codes on the staff **Locations/Programs** screen are sorted by status. When changing the status from active to inactive, the inactive program type code will drop to the bottom of the list.*

Date Left	Enter date the staff person left the program or is no longer teaching that program type.
Reason for Leaving	Enter the reason the staff person left the program or is no longer teaching that program type. The following options are available: Full-Time Teaching Job Health Higher Paying Job Other Personal

Student Search Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Logout](#) [?](#)

Student Search

SSN: 404 - 40 - 4040 Last Name: First Name: City: Zip Code: Phone: Location: C9999-test Search Clear Attendance

Search returned 1 record(s).

SSN	Last Name	First Name	ZipCode	City	Edit
404-40-4040	Man	Spider	40601	Frankfort	Detailed Info

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

To perform a student search complete any fields listed on the above screen, then click **Search**. By leaving the location code blank, the statewide database will be searched.

After completing a **Search** if the student is in the system, the student's name and basic information will be displayed at the bottom of the screen.

Click **Detailed Info** to display the student's general information.

You can access the **Student Enrollment Attendance Search** screen by clicking on **Attendance**.

Student Enrollment Attendance Search Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Logout](#) [?](#)

Student Enrollment/Attendance Search

SSN - - Last Name First Name

Location Program

Staff

Enter search criteria, and click on Search button.

SSN	Last Name	First Name	Program Type	Att Hrs	Edit
404-40-4040	Man	Spider	01	3.00	Detailed Info

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

To perform a student search complete any fields listed on the above screen, then click **Search**.

After completing a **Search** if the student is in the system, the student's name and basic information will be displayed at the bottom of the screen.

This process is a quick way to enter daily attendance for students enrolled in NRS program types (01, 07, 10 and 11). When searching by a location code a list of students will appear at the bottom of the screen. To enter student attendance hours, click **Detailed Info** next to the appropriate student. Once hours are entered for that student, return to this list and click **Detailed Info** to enter attendance hours for the next student.

Student Attendance

Student Attendance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print

Address <https://test.aerin.ky.gov/SitePages/Student/StudentAttendance.aspx?client=404404040&pgm=11&StudentName=Man,Spider>

AErin: Student Attendance

SSN 404404040
Student Name Man,Spider

≤ July 2006 ≥

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Date 7/11/2006 Time Total Time 3.00

Save

	Attendance Date	Total
Delete	2006-06-16	3.00

Click on **Return** to go back to the student enrollment screen.

Return

Attendance

Click the date on the calendar for which you are recording attendance hours. Enter the number of hours in the time field, then click **Save**. Once all attendance hours have been saved, click **Return** to revisit the student enrollment search.

New Student Screen

After typing in a SSN, click on **Check** to verify if that student is already in the system.

This screen first serves as the **New Student** screen and then becomes the **General Information** screen after clicking **Save**. It is used to enter general information about a student -- name, address, phone number, gender, last grade completed and certain demographic information. In addition, it is used to check the enrollment status of a student or to re-open a student's record (if the student is separated and then re-enrolled in the program).

When enrolling a student the first time, enter the social security number in the appropriate field and click **Check**. This searches AERIN to confirm if the student is already in the system. A pop-up message will indicate that the student is in the system. If this occurs, return to **Search Student** to find the student and update necessary information. If the student is not in the system a message will appear at the top of the screen: Operation Status: Student SSN check is OK, you can continue. NOTE: There can be only one record per social security number; every social security number must be unique.

If the student is not in the system, enter information into the required fields and click **Save**. All required fields will have a red asterisk * located next to them. The following tabs are now available for use with this student: **General Information, Test Results, Enrollment, Goals, Family Goals/Hrs, Child/Family, Child Goals** and **Separation**.

NOTE: If unable to get a student's social security number, generate a pseudo one using a location code and four additional digits. For example, the first pseudo SSN for location code C9999, would be C99-99-0001, the second pseudo SSN would be C99-99-0002, and so on.

Student SSN	Enter student's social security number.
Last Name	Enter student's last name.
First Name	Enter student's first name.
MI	Enter student's middle initial.

Date of Birth	Use the drop-down arrow to select the month, date and year.
Address, City State, Zip+4	Enter street address, city, state, zip code and 4-digit zip code extension for the student. The 4-digit zip code extension is optional.
Phone	Enter student's phone number (optional).
E-mail	Enter student's e-mail address (optional).
High School Diploma/GED	High School Diploma/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Grade Completed	Enter last grade the student completed.
Years out of School	Enter number of years the student has been out of school.
Gender	Use the drop-down arrow to enter the student's gender.
Race	Use the drop-down arrow to enter the student's race. The following options are available: 1 American Indian/Alaskan Native 2 Black, or African American 3 Asian 4 Hispanic, or Latino 5 White, Not of Hispanic Origin 6 Native Hawaiian or Pacific Islander
Currently Receiving	Check all that apply. The following options are available: Unemployment Insurance Disability SSI Temp Assistance/Families TANF Pub Assistance/Non TANF
Other Client Information	Check all that apply. The following options are available: Homeless U.S. Citizen Veteran Immigrant
Employment Status	Use the drop-down arrow to enter the student's employment status. The following options are available: C Correctional Facility E Employed Full-/Part-Time N Not In Labor Force U Unemployed
Living Area	Rural areas are places with less than 2,500 inhabitants and located outside urbanized areas. Check one of the following options:

☐ Rural ☐ Urban

Location

Use the drop-down arrow to select a location code. This field will contain the location code for the program that first entered the student's general information into the system. Once the record has been saved, the location field will be locked and cannot be changed.

Comments

For your use only.

After completing the above required fields or making changes, click **Save**.

Student General Information Screen

Once you click **Save**, a message will appear letting you know if the transaction was complete or if there was an error.

Student General Information

SSN: 404-40-4040 Name: Man, Spider Status: SEPARATED Entry Date: 06/20/2006

General Info | Test Results | Enrollment | Goals | Family Goals/Hrs | Child/Family | Child Goals | Separation

SSN * Last Name * First Name * MI Mon. Date Year Change Status
 404 - 40 - 4040 Man Spider DOB * 1 25 1964 ☐ Open Student

Address * City * State * Zip Code *
 1024 Capital Ctr Drive Frankfort Kentucky 40601

Phone 1 502 - 573 - 5114 Email need@mail

High School Diploma/GED * Last Grade Completed 10 Gender * FEMALE
 Yes No Years Out of School 23 Race * 5-WHITE, NOT OF HISPANIC

Currently Receiving Other Client Information Employment Status *
☐ Unemployment Insurance ☐ Homeless E-EMPLOYED FULL/PART TIME
☐ Disability SSI ☒ US Citizen Living Area * Location
☐ Temp Asst/Families TANF ☐ Veteran Rural
☐ Pub Asst/Non TANF ☐ Immigrant Urban

Comments:

Last Updated by: test1 on 07/14/2006

Save * means required field.

Login User: test1 with Update right. Manage Your Account Manage Your Locations Contact Us

Click in the box beside **Open Student** to activate a student that has been separated.

Located across the top row, above the screen tabs, you will see a status line containing SSN, name, status and entry date. If a student has been enrolled, the status field will display enrolled; if a student has general information entered but the student has not been enrolled, the status field will show general; and if a student has been separated, the status will be separated.

Open Student This field is used to re-open a student's record. **If a student has been separated from a program and then re-enrolls, simply click into this box and press Enter.** This changes the student's status to general and you will be able to re-enroll the student (create a new enrollment record).

Students may be enrolled in more than one program type. If you need to enroll someone who is enrolled in a different program type, you may proceed with the enrollment. If a student is already enrolled in the program type at another county program, you will receive an error message giving you the location code of the other county. Click on **Contact Us** at the bottom of the screen to search for the other location code in order to find the contact information for a staff person at that location. Contact the other program and ask if they are still serving the student and request that they separate the student, so you may enroll them.

If there are difficulties in re-enrolling a student, please notify Terry or Tammy (see page 3).

Test Results Screen

Click **Add New** to save information.

Program Type * Test Type * Test Name *

Test Date * HRS INSTR Write SOC STUD SCI READ Math Listen LANG Total Score

☐ Keep scores confidential

* means required field. Functional Level is only required for enrollment test

Test Type	Prog	Func. LVL	Test Date	HRS Instr.	WRITE	SOC STUD	SCI	READ	Math	LISTEN	LANG	Total	Pass	Edit Delete
E	B3	01	02	06/16/2006	0.00	0	0	0	400.0	0	0	0		Edit Delete

Test Type	Prog	Func. LVL	Test Date	HRS Instr.	WRITE	SOC STUD	SCI	READ	Math	LISTEN	LANG	Total	Pass
1													

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

The **Test Results** screen allows you to enter enrollment, progress, other and separation test scores.

Scale scores are used for all assessments. See functional levels (Appendix B) for a list of assessments.

Enter the program type code (*since students can be enrolled in more than one program type*), test type (E=Enrollment, P=Progress, S=Separation and O=Other), test name, test date and applicable scores.

When enrolling in a NRS program type, the functional entry level will be automatically calculated using scale scores. If enrolling in a KYAE additional service program type, E=Enrollment will not be a choice, the student will be enrolled with an O=Other test.

If a student has been enrolled in a NRS program type and an approved assessment has been entered, the goal for that entry level will be populated on the goal screen as a set goal. Once a progress test or a separation test has been entered showing the student has completed a level, the date reached will be populated in the date reached field on the goal screen.

A student may have only one enrollment test per fiscal year.

- If a student leaves and re-enters the program, use the original enrollment test and enrollment functional level to record level completions.
- If a student has an enrollment test that does not show a grade level, (*example: GED Official Practice Test from being enrolled in program type 15*) enter them with an other test. If they return for services you can enter them using the appropriate test.
- If a student separates from one location and enrolls at a different location use the original entry level to enroll the student in your program. If initial assessment shows the student functioning at a higher level than the original enrollment functional level, demonstrate that the student is either progressing within a level or has completed a level.
- It is very important to test in all areas if obtaining a GED is a goal.

Program Type Code Use the drop-down arrow to enter the program type code. The following codes are available: (See Appendix A for program type code definitions.)

- 01 Adult Education or English as a Second Language (AE or ESL)
- 07 Adult Education or English as a Second Language at the Workplace (AE or ESL)
- 09 Work-based Skills or ESL
- 10 Corrections Education Funding
- 11 Family Literacy
- 13 AE/ESL Carry-Over Achievements
- 14 Workforce Project Learner or ESL
- 15 Educational Assessments; Official Practice Test (OPT)
- 18 Workforce Alliance
- 19 English Literacy/Civics Education
- 23 Job Corps
- 25 Workforce Assessment
- 26 Corrections Education Project Learner or ESL
- 27 Computer Literacy Skills
- 28 Corrections Carry-Over Achievements
- 29 Family Literacy Carry-Over Achievements

Test Type Use the drop-down arrow to enter the test type. The following options are available:

- E Enrollment Test
- O Other Test
- P Progressing Test
- S Separation Test

Test Name Enter the test name code. Use the drop-down arrow to select the test name. Options will depend on what program type the student is being enrolled.

- 01 Other
- 14 GED Actual
- 15 GED Practice
- 16 NONE
- 32 ESL Other
- 34 Workplace Other
- 36 Manufacturing Skills Standard
- 99 Confidential/Not Released
- A0-7 TABE-A
- A1-7 TABE-D
- A2-7 TABE-E
- A3-7 TABE-M
- A4-7 TABE-L
- A5-8 TABE-A
- A6-8 TABE-D
- A7-8 TABE-E
- A8-8 TABE-M
- A9-8 TABE-L
- B0-9 TABE-A
- B1-9 TABE-D
- B2-9 TABE-E
- B3-9 TABE-M
- B4-9 TABE-L
- B5-10 TABE-A
- B6-10 TABE-D
- B7-10 TABE-E
- B8-10 TABE-M

B9-10	TABE-L
C0	WorkPlace TABE
C1	WorkKeys
C2	ESL ALAS
C3	ESL CASAS
C4	ESL Oral BEST
C5	ESL Literacy BEST
C6	ESL BEST Plus
D0	CASAS Form 11 R/M A
D1	CASAS Form 12 R/M A
D2	CASAS Form 13 R/M B
D3	CASAS Form 14 R/M B
D4	CASAS Form 114 R/M B
D5	CASAS Form 15 R/M C
D6	CASAS Form 16 R/M C
D7	CASAS Form 116 R/M C
D8	CASAS Form 17 R/M D
D9	CASAS Form 18 R/M D
E0	CASAS Form 51 L A
E1	CASAS Form 52 L A
E2	CASAS Form 63 L B
E3	CASAS Form 64 L B
E4	CASAS Form 65 L C
E5	CASAS Form 66 L C
E6	CASAS Form 81 R A
E7	CASAS Form 82 R A
E8	CASAS Form 81 R A
E9	CASAS Form 82 R A X
F0	CASAS Form 83 R B
F1	CASAS Form 84 R B
F2	CASAS Form 85 R C
F3	CASAS Form 86 R C
F4	CASAS Form 185 R C
F5	CASAS Form 186 R C
F6	CASAS Form 187 R D
F7	CASAS Form 188 R D
F8	CASAS Form 27 R
F9	CASAS Form 28 R
G0	CASAS Form 31 R/M
G1	CASAS Form 32 R/M
G2	CASAS Form 32 R/M X
G3	CASAS Form 33 R/M
G4	CASAS Form 34 R/M
G5	CASAS Form 34 R/M X
G6	CASAS Form 35 R/M
G7	CASAS Form 36 R/M
G8	CASAS Form 37 R/M
G9	CASAS Form 38 R/M
H0	CASAS Form 51 L
H1	CASAS Form 52 L
H2	CASAS Form 53 L
H3	CASAS Form 54 L
H4	CASAS Form 55 L
H5	CASAS Form 56 L

Date

Enter date the test was administered. Dates are entered in MM/DD/YYYY format. **This field is mandatory.** If no test is administered, use code 16 for the test name and enter the date the student's functional level was assessed in the test date field.

Hrs Inst	Enter number of hours of instruction provided between the previous test and current test. This field is optional.
Write	Depending on the test selected this box will appear.
Social Studies	Depending on the test selected this box will appear.
Science	Depending on the test selected this box will appear.
Reading	Depending on the test selected this box will appear.
Math	Depending on the test selected this box will appear.
Listening	Depending on the test selected this box will appear.
Language	Depending on the test selected this box will appear.
Total	Automatically calculates the OPT average score based on the score entries for writing, social studies, science, reading and math.
Pass	A Y will be auto-inserted once the student passes the GED from GED scoring. On the goal screen the goal of GED will be automatically populated with the goal reached.
Keep Scores Confidential	Check this box for students who do not want their test scores to appear on the test screen. Scores will appear as 999.
Functional Level	The functional level is set by the enrollment test entered. The following is a list of levels: <ul style="list-style-type: none"> 01 Beginning Literacy 02 Beginning Basic Education 03 Low Intermediate Basic Education 04 High Intermediate Basic Education 05 Low Adult Secondary Education 06 High Adult Secondary Education 07 ESL Beginning Literacy 08 ESL Low Beginning 09 ESL High Beginning 10 ESL Low Intermediate 11 ESL High Intermediate 12 ESL Advanced 13 GED Score from GED Program

NOTE: GED scores from Oklahoma Scoring Service are loaded into AERIN. The scores are displayed as other test under program type 01 and the functional level will be code 13 (GED score from GED program). You will not be allowed to change or alter these scores. Scores are downloaded every weekend. Do not print GED scores or provide them to students – these are not official scores.

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save**.

Enrollment Screens

The screenshot shows a web application interface with a toolbar at the top. Below the toolbar, there are two main sections: "NRS Enrollments" and "KYAE Additional Services".

NRS Enrollments

- 01 - AE/ESL (Adult Education or English as a Second Language)
- 07 - AE/ESL at the Workplace
- 10 - Corrections*
- 11 - Family Literacy

KYAE Additional Services

- 09 - Workbased Skills or ESL
- 13 - AE/ESL Carry-Over Achievements*
- 14 - Workforce Project Learner
- 15 - Educational Assessments
- 18 - Workforce Alliance*
- 19 - English Literacy/Civics Education
- 23 - Job Corps
- 25 - Workforce Assessments
- 26 - Corrections Education Project Learner or ESL*
- 27 - Computer Literacy Skills
- 28 - Corrections Carry-Over Achievements*
- 29 - Family Literacy Carry-Over Achievements*

At the bottom, there is a note: "*Program activities that DO NOT count toward county performance incentive funding."

Under the **Enrollment** tab select either **KYAE Enrollments** (NRS enrollments) or **KYAE Services** (KYAE additional services).

By selecting **NRS Enrollments**, a student can be enrolled in program types 01, 07, 10 or 11. If **KYAE Additional Services** is selected, students can be enrolled in program types 09, 13, 14, 15, 18, 19, 23, 25, 26, 27, 28 or 29.

If trying to enroll a student in NRS program types but an enrollment test has not been entered, an error message will display: Entry Test Required – click **Go to Test Results**. You will be redirected back to the test screen where an enrollment test must be entered.

NOTE: NRS enrollments require both entry and completing levels. (See Appendix C for a complete list of goals.)

The screenshot shows the "Student Enrollment" screen for a student named "Man, Spider" with SSN 404-40-4040. The status is "ENROLLED" and the entry date is "06/20/2006".

Annotations:

- Click Add New to add/save your information. (Points to the "Add New" button)
- Click Attendance to enter Daily Attendance for your students. (Points to the "Attendance" link in the table)

Current Fiscal Year Enrollment

Location ID	Site ID	Program Type	Class Location	Enroll Date	Staff	Attendance	Edit Delete
C9999	25	04	04	06/20/2006	test, test	Attendance	Edit Delete
C9999	11	04	04	06/16/2006	Test, Terry	Attendance	Edit Delete
C9999	15	04	04	06/15/2006	Test, Terry	Attendance	Edit Delete

Enrollment History

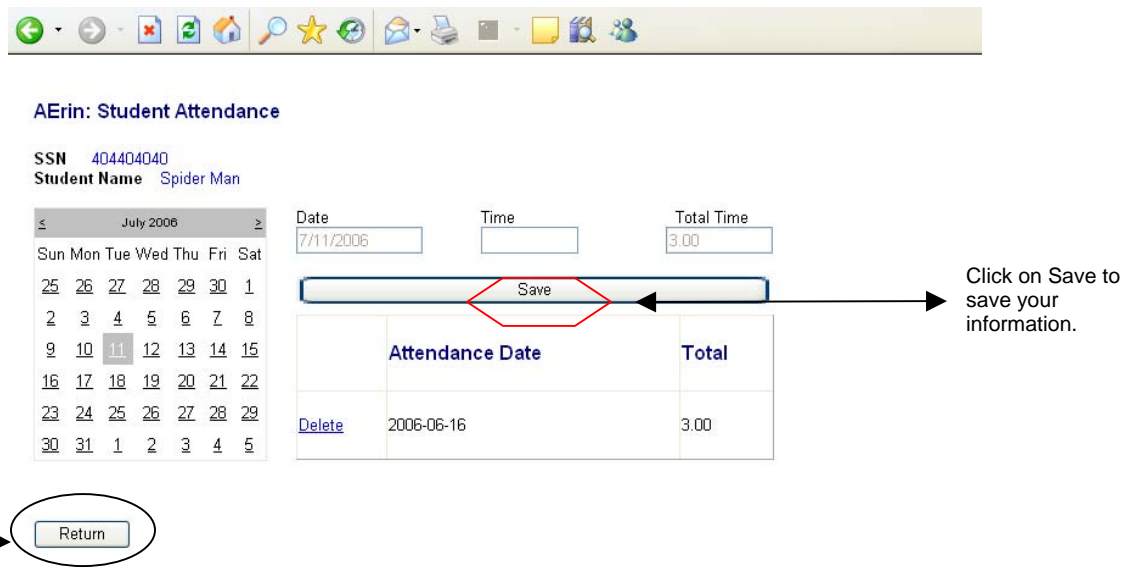
Location ID	Site ID	Program Type	Class Location	Enroll Date	Staff
1					

Click either **KYAE Enrollments** or **KYAE Additional Services** to access this screen.

This screen contains student enrollment information -- satellite site, program type, location of class, enrollment date, assigned staff person, company information and attendance hours.

Location	KYAE assigned location code and location name displays.
Satellite Site	This is not a required field. Drop-down list will only show sites entered on the Manage Your Location screen.
Program Type	<p>Use the drop-down arrow to select the program type in which the student is to be enrolled. (See Appendix A for program type code definitions.)</p> <p>The type of enrollment will determine which list of the following program types you will see.</p> <ul style="list-style-type: none">01 Adult Education or English as a Second Language (AE or ESL)07 Adult Education or English as a Second Language at the Workplace (AE or ESL)09 Work-based Skills or ESL10 Corrections Education Funding11 Family Literacy13 AE/ESL Carry-Over Achievements14 Workforce Project Learner or ESL15 Educational Assessments; Official Practice Test (OPT)18 Workforce Alliance19 English Literacy/Civics Education23 Job Corps25 Workforce Assessment26 Corrections Education Project Learner or ESL27 Computer Literacy Skills28 Corrections Carry-Over Achievements29 Family Literacy Carry-Over Achievements
Class Location	<p>Use the drop-down arrow to enter the student's class location. The following options are available:</p> <ul style="list-style-type: none">01 Local Education Agencies02 Community College/Technical College03 4-Year College04 Learning Center05 Correction Institution06 Institutions for the Disabled07 Work Site08 Library09 Community-Based Organization10 Home or Homebound11 Other12 Public/Private Non-Profit
Enrollment Date	Use the drop-down arrow to select the month, date and year the student was enrolled.
Staff Member	Use the drop-down arrow to select the staff member to whom this student is assigned. NOTE: The only names that appear in the drop-down menu are staff whose Locations/Programs screens contain the program type in which you are enrolling the student. If the staff person's name is not in the drop-down list, return to the Location/Programs screen. If the program type was omitted from the staff person's record, Add it. If the status is inactive, Add it back into the list.
Comments	For your use only.

- Company **This field is required only if you are enrolling students in workplace programs types 09, 14, 18, and 25.**
- Training Type Use the drop-down arrow to select the training type. The following options are available:
- Assessment
 - Reading
 - Writing
 - Math
 - WESL
 - Kentucky Employability Certificate Preparation
 - Kentucky Manufacturing Skills Standards Preparation
 - Communications
 - Problem Solving
 - Critical Thinking
 - Team Building
 - Computer Literacy
- E-mail E-mail address is populated from **General Information**. Send an e-mail to the student by clicking on **E-mail Address**.
- Attendance If enrolling a student in one of the NRS program types (01, 07, 10 or 11) do the following: click on **Attendance** located under current fiscal year enrollment to enter daily attendance hours. This will populate total hours on the separation screen. If enrolling a student in one of the additional service program types (09, 13, 14, 15, 18, 19, 23, 25, 26, 27, 28 or 29) enter the hours of instruction on the separation screen when separating.



AErin: Student Attendance

SSN 404404040
Student Name Spider Man

July 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Date 7/11/2006 Time Total Time 3.00

Save

Attendance Date	Total
Delete 2006-06-16	3.00

Click on Save to save your information.

Click on Return to revisit the enrollment screen.

Return

- Attendance Click the date on the calendar for which you are recording attendance hours. Enter the number of hours in the time field, then click **Save**. Once you have saved the information, click **Return** to be redirected to the enrollment screen.

After completing the required fields, click **Add New** to save your information. If you making changes to existing records, click **Save** after revisions are complete.

Goals Screen

Click on **Add New** to add/save your information.

Location-SiteID-ProgramType-EnrollDate

Enrollment * Set Date *

Goals * Date Reached

Label * means required field.

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Set Date	Date Reached	Edit Delete
C9999		01	06/16/2006	31	07/11/2006		Edit Delete

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Set Date	Date Reached
1						

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

If a student is enrolled in a NRS program type and an approved assessment has been entered on the test result screen, the goal for that entry level will be populated in the goal screen as a set goal. Once a progress test or a separation test has been entered showing the student has completed a level, the date reached will be populated in the date reached field on the goal screen.

The **Goals** screen is used to set or update a student's goals. To set goals, use the drop-down arrow to select the enrollment goal to be set and the date the goal is set in the set date field. Click **Save** when finished.

After a goal has been reached and documentation has been placed in the student's folder, click **Edit** beside the goal in the current fiscal year goals box. This brings the goal to the top section. Use the drop-down arrow to select the date the goal was reached in the date reached field and click **Save**.

Enrollment Use the drop-down arrow to select the enrollment for which you are setting goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose.

Goals Use the drop-down arrow to select the student's goal. The following options are available:

- 01 Earn a GED
- 04 Enter Postsecondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training (non postsecondary)
- 10 Obtain Silver KEC
- 11 Obtain Gold KEC
- 12 Pass KY Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive U.S. Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Job Retention
- 30 Complete Beginning Literacy

- 31 Complete Beginning Basic Education
- 32 Complete Low Intermediate Basic Education
- 33 Complete High Intermediate Basic Education
- 34 Complete Low Adult Secondary Education
- 35 Complete High Adult Secondary Education
- 38 Master Workplace Essential Skills Instruction
- 40 Other
- 41 Complete ESL Beginning Literacy
- 42 Complete ESL Low Beginning
- 43 Complete ESL High Beginning
- 44 Complete ESL Low Intermediate
- 45 Complete ESL High Intermediate
- 46 Complete ESL Advanced
- 96 LiteracyLink KET
- 97 WIN KYVAE
- 98 PLATO KYVAE

Set Date Use the drop-down arrow to select the month, day and year the goal is set for this student.

Date Reached Use the drop-down arrow to select the month, day and year the goal is reached for this student.

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save** when finished.

Family Goals/Hrs Screen

Click on **Add New** to save your information.

Enrollment * Date Reached Mon. Date Year

Goals

* means required field.

Current Fiscal Year Goals

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Date Reached	Edit Delete
C9999		11	06/16/2006	61	06/16/2006	Edit Delete

The **Family Goals/Hrs** screen is used to record family literacy goals and parenting, PACT and unfacilitated PACT hours. **These hours should be recorded on a monthly basis.**

- Enrollment** Use the drop-down arrow to select the enrollment for which you are setting the goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose.
- Goals** Use the drop-down arrow to select the student's goal. The following options are available:
- 61 Parent Support of Child's Education
 - 70 Parent Child Interactive Literacy Activities
- Date Reached** Use the drop-down arrow to select the month, day and year the goal is reached for this student.
- Add New** Click **Add New** to save data.
- Parent Hours** Click **Parenting Hours** to access the screen to enter your monthly hours. Refer to the Family Literacy Program Quality Indicators – Appendix D.
- PACT Hours** Click **PACT Hours** to access the screen to enter monthly hours. In facilitated PACT family literacy staff assists parents and their children participating together in literacy related activities.
- Unfacilitated Hours** Click **Unfacilitated Hours** to access the screen to enter monthly hours. In unfacilitated PACT parents and children participate together in literacy activities without direct assistance (independently) of family literacy staff.

After completing the required fields click **Add New** to save your information. If making updates to existing records, click on **Save** when finished.

Parenting Hours

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top is a navigation bar with icons for home, search, and other functions. Below this is the AERIN logo and the text "Kentucky Adult Education Learning for Life". A menu bar contains links: Search Student, New Student, Search Staff, New Staff, Reports, Administrator, Logout, and a help icon. Below the menu bar is a sub-menu with tabs: General Info, Test Results, Enrollment, Goals, Family Goals (selected), Child/Family, Child Goals, and Separation. The main header reads "Student Family Literacy Hours". Below this, student information is displayed: SSN: 404-40-4040, Name: Man, Spider, Status: ENROLLED, and Entry Date: 06/20/2006. The "Parenting Hours" section contains two columns of input fields for months from July to December. Each field currently contains the number "0". At the bottom of the form are "Return" and "Submit" buttons.

Parenting Hours			
July	<input type="text" value="0"/>	January	<input type="text" value="0"/>
August	<input type="text" value="0"/>	February	<input type="text" value="0"/>
September	<input type="text" value="0"/>	March	<input type="text" value="0"/>
October	<input type="text" value="0"/>	April	<input type="text" value="0"/>
November	<input type="text" value="0"/>	May	<input type="text" value="0"/>
December	<input type="text" value="0"/>	June	<input type="text" value="0"/>
<input type="button" value="Return"/>		<input type="button" value="Submit"/>	

Parent Hours

Type hours in the **field** beside the appropriate month. When finished click **Submit** to save.

PACT Hours

This screenshot is identical to the one above, showing the AERIN interface for "Student Family Literacy Hours". The "Pact Hours" section contains two columns of input fields for months from July to December. Each field currently contains the number "0". At the bottom of the form are "Return" and "Submit" buttons.

Pact Hours			
July	<input type="text" value="0"/>	January	<input type="text" value="0"/>
August	<input type="text" value="0"/>	February	<input type="text" value="0"/>
September	<input type="text" value="0"/>	March	<input type="text" value="0"/>
October	<input type="text" value="0"/>	April	<input type="text" value="0"/>
November	<input type="text" value="0"/>	May	<input type="text" value="0"/>
December	<input type="text" value="0"/>	June	<input type="text" value="0"/>
<input type="button" value="Return"/>		<input type="button" value="Submit"/>	

PACT Hours

Type hours in the **field** beside the appropriate month. When finished click **Submit** to save.

Unfacilitated PACT Hours

Unfacilitated Pact Hours

July	<input type="text" value="0"/>	January	<input type="text" value="0"/>
August	<input type="text" value="0"/>	February	<input type="text" value="0"/>
September	<input type="text" value="0"/>	March	<input type="text" value="0"/>
October	<input type="text" value="0"/>	April	<input type="text" value="0"/>
November	<input type="text" value="0"/>	May	<input type="text" value="0"/>
December	<input type="text" value="0"/>	June	<input type="text" value="0"/>

Unfacilitated PACT Hours Type hours in the field beside the appropriate month. When finished click **Submit** to save.

All parenting hours should be entered on a monthly basis.

Child Family Screen

Click the **Child/Family** tab to enroll the children of parents enrolled in family literacy programs.

Childs SSN	Enter child's social security number.
Last Name	Enter child's last name.
First Name	Enter child's first name.
DOB	Use the drop-down arrow to enter the child's date of birth.
Child Group	Use the drop-down arrow to choose the child's group. The following options are available:
	E Pre-School Early Childhood 3-4
	I Infant Toddler 0-2
	P Primary- K-3 rd grade
	S Secondary 4 th -12 th grade

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save**.

Children List/ To Client/Transfer	These three fields are used only if you need to transfer all of a child's information to another student (family member). Select the child from the children list, enter the social security number of the student to whom you are transferring the child, and then click Transfer .
Other Family Members	If more than one student is enrolled and needs to be connected to the same child, use this section. Enter the new family member's social security number and click Add . This allows more than one student to be connected to a child.

Child Goals Screen

Click on **Add New** to add/save your information.

Use the **Child Goals** screen to enter children of enrolled family literacy students.

Once a goal has been reached, use the drop-down arrow to select the child's name, goal(s) met and the date reached. Click **Add New**.

Children List Use the drop-down arrow to select the child's name.

Goals Use the drop-down arrow to choose the appropriate goal. The following options are available:

- C1 - Child demonstrates progress in language and literacy skills
- C2 - Child demonstrates progress in developmental progress
- C3 - Child demonstrates progress in reading and reading readiness
- C4 - Child demonstrates progress in writing
- C5 - Child demonstrates progress in numeracy

Date Reached Use the drop-down arrow to enter the date the goal is reached.

To make revisions, click **Edit** beside the goal in the current fiscal year goals box. This brings the goal to the top section. Use the drop-down arrows to make corrections. When finished, click **Save**.

Separation Screen

Click **Separate** to separate your student.

SSN: 404-40-4040 Name: Man, Spider Status: ENROLLED Entry Date: 06/20/2006

General Info Test Results Enrollment Goals Family Goals/Hrs Child/Family Child Goals **Separation**

Enrollment * C9999-NA-11-06/28/2006 Exit Date * 6 30 2006

Separation Data * 04-SEPARATED BEFORE COMPLETING LEV Exit Reason * 13-END OF FISCAL YEAR

Functional Level * 02-Beginning ABE Attend. Hours * 4.00

Separate * means required field.

Current Fiscal Year Separation

Location ID	Site ID	Prog. Type	Exit Date	Exit Reason	SEPA. Data	Exit Level	Edit Delete
1							

Separation History

Location ID	Prog. Type	Exit Date	Exit Reason	SEPA. Data	Exit Level	Site ID
1						

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Click on the **Separation** tab to access this screen.

NOTE: The Separation screen cannot be completed until separation test scores have been entered on the test results screen.

Enrollment Use the drop-down arrow to choose the correct enrollment you are separating.

Separation Data Use the drop-down arrow key to enter the overall progress the student achieved at separation. The following options are available:

- 01 Completed Level Enrolled or Reached Goal and Left
- 02 Progressing in Enrollment Level
- 03 Progressed Beyond Enrollment Level
- 04 Separated Before Completing Level or Reaching Goal

Functional Exit Level Use the drop-down arrow to enter the student's functional exit level. The following options are available:

- 01 Beginning ABE Literacy
- 02 Beginning Adult Basic Education
- 03 Low Intermediate Adult Basic Education
- 04 High Intermediate Adult Basic Education
- 05 Low Adult Secondary Education
- 06 High Adult Secondary Education
- 07 Beginning Literacy ESL
- 08 Low Beginning ESL
- 09 High Beginning ESL
- 10 Low Intermediate ESL
- 11 High Intermediate ESL
- 12 Advanced ESL
- 13 GED Score from GED Program

Exit Date Use the drop-down arrow to enter separation date.

Program Exit Reason

Use the drop-down arrow to enter main reason the student exited the program. The following options are available:

- 01 Lack of Interest
- 02 Entered Employment
- 03 Child Care
- 04 Illness/Incapacity
- 05 Family Problems
- 06 Transportation Problems
- 07 Location of Class
- 08 Changed Address/Moved
- 09 Time of Class/Program
- 10 Other Known Reason
- 11 Cannot Locate or Contact
- 12 Completed Objective
- 13 End of Fiscal Year

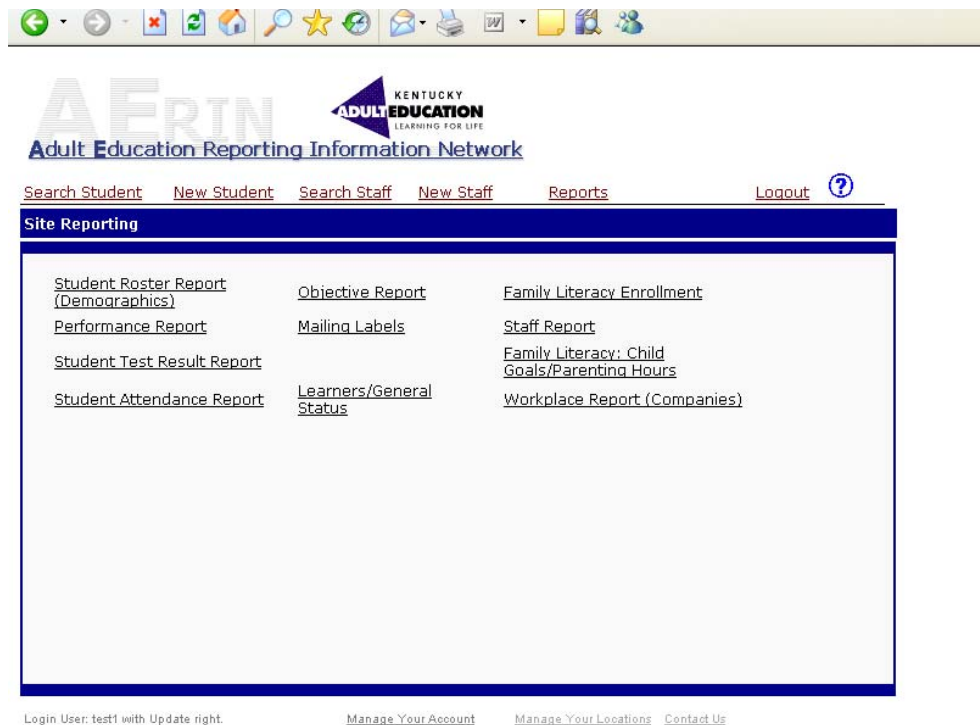
Attendance Hours

Attendance hours for students enrolled in NRS program types 01, 07, 10 and 11 will automatically be populated from the enrollment screen. For students enrolled in KYAE additional service program types (09, 13, 14, 15, 18, 19, 23, 25, 26, 27, 28 and 29) you will have to enter the total number of student hours. Count all hours in the adult education center as well as virtual usage hours to get the total.

Note: If separating a student out of an NRS program type and no attendance hours were entered, an error message will appear stating to go back to the enrollment screen and enter those hours. If separating a student out of an additional services program and no hours were entered, a message will display promoting you to enter those hours.

After completing the required fields, click **Separate**. If making updates to existing records, click **Save**.

Reports Screen



Click on the **Reports** tab to access the above screen.

This screen is used to select the type of report you want for your site.

Student Roster Report	Displays students enrolled and separated.
Performance Report	Displays current performance.
Student Test Result Report	Displays all testing information.
Student Attendance Report	Displays total student attendance hours.
Objective Report	Displays all or any objective information.
Mailing Labels	Allows you to generate labels.
Learners/General Status	Displays students in general status.
Family Literacy Enrollment	Displays family literacy enrollment.
Staff Report	Displays active or all staff listing.
Family Literacy Child Goals/Parenting Hours	Displays a list of children and their goals. Also will show a running total of parenting hours.
Workplace Report (companies)	Displays workplace information with company name.

Student Roster Report Parameter Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

Student Roster Report Parameter

Location: All ☐ Include Hours
 Satellite Site: All ☐ Include only those with 12 or more hours
 Program Type: All
 Functional Entry Level: All
 Staff Member: All ☐ Export to Spreadsheet
 Fiscal Year: 2007 ☐ Full Demographics (works with "Export to spreadsheet" only)

[Run Report](#) [Clear](#)

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on **Reports** and then **Student Roster Report** to access the above report.

Select any combination of fields to generate a student roster report by using the drop-down arrow or by checking the appropriate box. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Functional Entry Level	Use the drop-down arrow to choose the functional entry level, or leave as all to Run Report by all functional entry levels.
Staff Member	Use the drop-down arrow to select a staff member, or leave as all to Run Report of all staff members.
Fiscal Year	Use the drop-down arrow to select the fiscal year.
Include Hours	Check this box to display student total attendance hours.
Include only those with 12 or more hours	Check this box to display those students with 12 or more total attendance hours.
Export to Spreadsheet	Check this box to export the report to Excel.
Full Demographics	Check this box along with export to spreadsheet to get demographic information for all students.

Student Roster Report

Student Enrollment Roster For Fiscal Year 2006 7/11/2006

Site Name: C9999 test

Site	STA	PGM TYP	LAST NAME	FIRST NAME	MI	GENDER	RACE	LAS GRA	YRS OUT	ENTRY LEVEL	STAFF_NAME
	E 11		Man	Spider		F	5	10	23	02	Terry Test
	E 15		Man	Spider		F	5	10	23	02	Terry Test

Total Students: 1 Total Enrollments: 2

Student Count in this Report: 1

Enroll Count in this Report: 2

This report shows **All** selected. The **Student Count in this Report** located at the bottom of your report is a non-duplicate count. The **Enrollment Count in this Report** counts all enrollment types for that student. Example above: Spider Man is enrolled in 11 and 15. In the student count he is counted once, but in the enrollment count he is counted twice.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size Use the drop-down arrow to choose the viewing size.

Performance Report Parameter Screen

The screenshot shows a web browser window with a toolbar at the top. The page header includes the AERIN logo and the Kentucky Adult Education logo with the tagline 'LEARNING FOR LIFE'. Below the header is a navigation bar with links: Search Student, New Student, Search Staff, New Staff, Reports, Logout, and a help icon. The main content area is titled 'Performance Report Parameter' in a blue bar. Below this, there are four dropdown menus: Location (selected: C9999-test), Site (selected: ALL), Programs (selected: ALL), and Fiscal Year (selected: 2006). There are 'Run Report' and 'Clear' buttons. At the bottom, there is a login status message 'Login User: test1 with Update right:' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Location * C9999-test

Site ALL

Programs * ALL

Fiscal Year 2006

Run Report Clear

Login User: test1 with Update right: Manage Your Account Manage Your Locations Contact Us

Click on **Reports** tab and then **Performance Report** to access the above report.

Select any combination of fields to generate a performance report by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Site	Use the drop-down arrow to choose a site, or leave blank to Run Report of all sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Fiscal Year	Use the drop-down arrow to select the fiscal year.

Performance Report

FY 2007 Performance Report					
LOCATION: KYAE Test	Site: ALL	This Data Valid as of 7/20/2006			
ENROLLMENTS	1	2	300.00%		
PERFORMANCE INDICATOR	GOAL	ENROLLMENTS	MET GOAL	RESULTS	ACHIEVEMENT
Beginning ABE Literacy	55%	3	1	33%	
Beginning ABE	55%				
Low Intermediate ABE	59%				
High Intermediate ABE	56%				
Low Adult Secondary	58%				
HIGH ADULT SECONDARY					
Subtotal*****		3		100%	
Beginning Literacy ESL	51%				
Low Beginning ESL	54%				
High Beginning ESL	54%				
Low Intermediate ESL	59%				
High Intermediate ESL	58%				
Advanced ESL	51%				
Subtotal*****					
Earn a GED	78%	2	1	50%	
Enter Post Secondary Education/Training	65%	1			
Gain Employment					
Job Retention					
FAMILY LITERACY	1	2		200%	X
ONLINE LEARNERS		0			
EDUCATION ASSESSMENTS		0			
WORKPLACE PROJECTS		0			
WORKPLACE ASSESSMENT		0			
CORRECTIONS (not counted in enrollment)		0			

LOCATION ID: C9999
SITE ID: ALL
PROGRAM: ALL

This report will show **current progress**.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Student Test Result Parameter Screen

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top is a navigation bar with links: Search Student, New Student, Search Staff, New Staff, Reports, and Logout. Below this is a header for the 'Student Test Result Report Parameter' screen. The form contains several fields: Location (C9999-test), Satellite Site (All), Func. Entry Level (All), Test Type (All), and Test Name (All). To the right of these fields are three checkboxes: 'NRS (Pre AND Post-tested only)', 'NRS (NOT Pre and Post Tested)', and 'Export to Spreadsheet'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'. Below the form, there is a login status message 'Login User: test1 with Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Test Results Report** to access the above report.

Select any combination of fields by using the drop-down arrow or clicking into the appropriate box to generate a **Student Test Report**. Once the desired criteria have been selected, click **Run Report**.

Location Location will be determined by security access.

Satellite Site Use the drop-down arrow to choose a satellite site, or leave blank to **Run Report** of all satellite sites entered under the location information screen. Satellite sites are optional.

Functional Entry Level Use the drop-down arrow to choose a functional entry level, or leave as all to **Run Reports** of all the functional entry levels.

Test Type Use the drop-down arrow to choose a test type, or leave as all to **Run Report** of all test types.

Test Name Use the **drop-down arrow** to choose a **Test**, or leave as all to **Run Report** with all tests.

NRS (Pre and Post-tested only) Check this box to display students enrolled in program with a NRS approved pre- and post-test.

NRS (not Pre and Post Tested) Check this box to display students enrolled in program without a NRS approved pre- and post-test.

Export to Spreadsheet Check this box to export the report to Excel.

Note: If you are trying to find GED scores transmitted from Oklahoma, choose code 13 on the Functional Entry Level, GED Score from GED Program and click Run Report.

Student Test Results Report

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

Search Student New Student Search Staff New Staff Reports Logout ?

6 of 6+ 100% powered by crystal

C9999 test

01/30/2006	S	NONE	02	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/25/2006	P	10 TABE-E	04	0	0.00	0.00	0.00	540.00	0.00	0.00	0.00	0.00
03/22/2006	O	GED PRACTICE	10	0	0.00	0.00	450.00	500.00	0.00	0.00	0.00	0.00

Tackett, Tester

DATE	TYP	TEST NAME	Func LVL	HRS	Write	Soc Stu	Sci	Read	Math	LSTN	LANG	ATT_HRS
07/23/2005	E	10 TABE-D	03	0	0.00	0.00	0.00	0.00	485.00	0.00	0.00	0.00
05/02/2006	E	7 TABE-A	02	0	0.00	0.00	0.00	445.00	0.00	0.00	0.00	0.00

Test, Test

DATE	TYP	TEST NAME	Func LVL	HRS	Write	Soc Stu	Sci	Read	Math	LSTN	LANG	ATT_HRS
09/04/2005	O	8 TABE-E	03	0	0.00	0.00	0.00	478.00	621.00	0.00	605.00	0.00
08/04/2005	E	8 TABE-E	03	0	0.00	0.00	0.00	478.00	0.00	0.00	0.00	0.00
09/28/2005	P	7 TABE-E	06	0	0.00	0.00	0.00	630.00	0.00	0.00	0.00	0.00
11/19/2005	S	NONE	06	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Test, Tested

DATE	TYP	TEST NAME	Func LVL	HRS	Write	Soc Stu	Sci	Read	Math	LSTN	LANG	ATT_HRS
06/06/2006	E	7 TABE-E	03	0	0.00	0.00	0.00	480.00	0.00	0.00	0.00	0.00
06/14/2006	O	8 TABE-E	06	0	0.00	0.00	0.00	600.00	600.00	0.00	600.00	0.00

Tester, June

DATE	TYP	TEST NAME	Func LVL	HRS	Write	Soc Stu	Sci	Read	Math	LSTN	LANG	ATT_HRS
07/18/2005	E	9 TABE-A	04	0	0.00	0.00	0.00	0.00	510.00	0.00	0.00	0.00
08/25/2005	P	10 TABE-A	05	0	0.00	0.00	0.00	0.00	580.00	0.00	0.00	0.00
08/21/2005	S	GED PRACTICE	05	0	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
08/25/2005	S	NONE	99	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/05/2005	O	8 TABE-A	05	0	0.00	0.00	0.00	560.00	0.00	0.00	0.00	0.00

This report will show all tests and test scores selected by criteria.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Student Attendance Report Parameter Screen

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top, there is a navigation bar with links: Search Student, New Student, Search Staff, New Staff, Reports, Logout, and a help icon. Below this is a header for the 'Student Attendance Report Parameter' screen. The form contains several fields with drop-down arrows: Location (C9999-test), Satellite Site (All), Program Type (All), Functional Entry Level (All), Staff Member (All), Fiscal Year (2006), Attendance Options (All), and Pull students who have not attended in... (0). There are 'Run Report' and 'Clear' buttons. At the bottom, there is a login status 'Login User: test1 with Update right.' and links for 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and the **Student Attendance Report** to access the above report.

Select any combination of fields by using the drop-down arrow to generate a student attendance report. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Functional Entry Level	Use the drop-down arrow to choose a functional entry level, or leave as all to Run Report of all of the functional entry levels.
Staff Member	Use the drop-down arrow to choose a staff member, or leave as all to Run Report by all staff.
Fiscal Year	Use the drop-down arrow to choose the fiscal year to run the report by.
Attendance Options	Use the drop-down arrow to choose attendance options, or leave as all to Run Report by all hours. The following options are available: 0 to 12 Hours 12 to 30 Hours More than 30 Hours
Pull students who have not attended in...	Use the drop-down arrow to choose attendance options, or leave as 0. The following options are available: 30 days 60 days 90 or more days

Student Attendance Report

AERIN
Adult Education Reporting Information Network

KENTUCKY
ADULT EDUCATION
LEARNING FOR LIFE

Search Student New Student Search Staff New Staff Reports Logout ?

concurrent users = 0

1 of 1 100% powered by crystal

Student Attendance For Fiscal Year 2006

7/11/2006

SSN	Client Last Name	Client First Name	Staff Last Name	Staff First Name	Func LV	Total H
C9999 404404040	Man	Spider	Test	Terry	02	3.0

Student Count in this Report: 1

This report will show student attendance selected by criteria.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Objective Report Parameter

Location: C9999-test

Satellite Site: All

Program Type: All

Client Goals: All

Staff Member: All

Entry Level: All

☐ Export to Spreadsheet

[Run Report](#) [Clear](#)

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on **Reports** and then **Objective Reports** to access the above screen.

Select any combination of fields to generate a student objective report by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Client Goals	Use the drop-down arrow to choose a client goal, or leave blank to Run Report of all student goals.
Staff Member	Use the drop-down arrow to choose a staff member, or leave blank to Run Report of all staff.
Entry Level	Use the drop-down arrow to choose the entry level.
Export to Spreadsheet	Check this box to export the report to Excel.

Objective Report

LOCATION: C9999 test
 SITE: test
 PROGRAM TYPE: 11
 OBJECTIVE: 31
 STAFF: Test, Terry

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Reh Date
Man,Spider	F	5	02	E	11	31	
Totals						1	

This report will show all objectives recorded and objectives reached selected by criteria.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Mailing Labels Parameter Screen

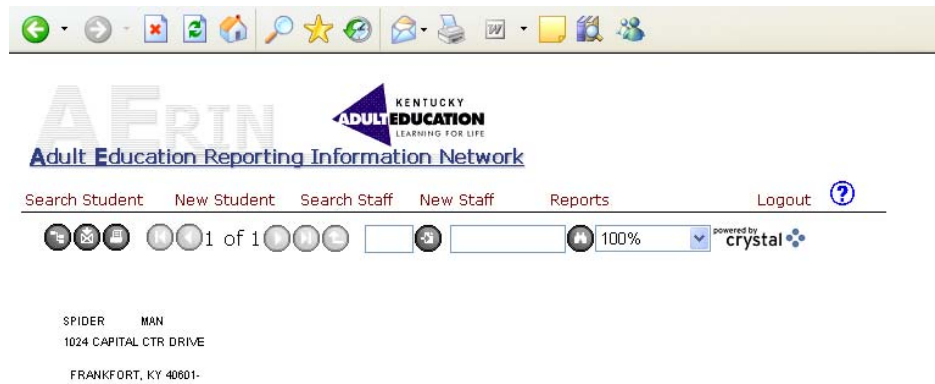
The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top is a navigation bar with icons for back, forward, home, search, and other functions. Below this is the AERIN logo and the text "KENTUCKY ADULT EDUCATION LEARNING FOR LIFE". A navigation menu includes links for "Search Student", "New Student", "Search Staff", "New Staff", "Reports", and "Logout". The "Reports" link is highlighted, and a sub-menu titled "Mailing Label Parameter" is displayed. This sub-menu contains five drop-down menus: "Location" (set to "C9999-test"), "Satellite Site" (set to "All"), "Program Type" (set to "All"), "Goal Set" (set to "All"), and "Staff Member" (set to "All"). To the right of these menus is a checkbox labeled "Reached Objective". At the bottom of the sub-menu are two buttons: "Run Report" and "Clear". Below the sub-menu, a login status message reads "Login User: test1 with Update right:". At the very bottom, there are links for "Manage Your Account", "Manage Your Locations", and "Contact Us".

Click on **Reports** tab and then **Mailing Labels** to access the above screen.

Select any combination of fields to generate mailing labels by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Goal Set	Use the drop-down arrow to choose the goal or leave blank to Run Report by all goals.
Staff Member	Use the drop-down arrow to choose a staff member, or leave blank to Run Report of all staff.
Reached Objective	Check this box to run labels for students that have reached selected goals.

Mailing Labels Report



This report is for printing mailing labels.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.






Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Learner/General Status Parameter Screen





Adult Education Reporting Information Network

[Search Student](#)


[New Student](#)

[Search Staff](#)

[New Staff](#)


[Reports](#)

[Logout](#)



Learner/General Status Report Parameters

Location



Run Report

Clear

Login User: test1 with Update right.

[Manage Your Account](#)

[Manage Your Locations](#)

[Contact Us](#)

Report is being designed and will be available at a later date.

Learner/General Status Report Screen

Report is being designed and will be available at a later date.

Family Literacy Enrollment Parameter Screen

The screenshot shows a web browser window with a toolbar at the top. The page header includes the AERIN logo and the Kentucky Adult Education logo with the tagline 'LEARNING FOR LIFE'. Below the header is a navigation menu with links: Search Student, New Student, Search Staff, New Staff, Reports, Logout, and a help icon. The main content area is titled 'Family Literacy Enrollment Report Parameter' in a blue bar. Below this bar are two drop-down menus: 'Location' with 'C9999-test' selected and 'Satellite Site' with 'All' selected. There are two buttons: 'Run Report' and 'Clear'. At the bottom of the page, there is a login status message: 'Login User: test1 with Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Family Literacy Reports** to access the above screen.

Select any combination of fields to generate a student objective report by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location Location will be determined by security access.

Satellite Site Use the drop-down arrow to choose a satellite site, or leave blank to **Run Report** of all satellite sites entered under the location information screen. Satellite sites are optional.

Family Literacy Enrollment Report

Family Literacy Enrollment For Fiscal Year 2006 7/11/2006

C9999	test	Child Group
Spider	Man	
Little test	Man test	P
		P

Total Family at this location: 1
Grand Family Total: 1

This report shows all students enrolled in family literacy and includes the child name(s).

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Staff Report Parameter Screen

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top is a navigation bar with icons for back, forward, home, search, and other functions. Below the navigation bar is the AERIN logo and the text "KENTUCKY ADULT EDUCATION LEARNING FOR LIFE". The main navigation menu includes links for "Search Student", "New Student", "Search Staff", "New Staff", "Reports", and "Logout". The "Reports" link is highlighted. Below the navigation menu is a blue header bar labeled "Staff Report Parameter". The form contains four fields: "Location" with a dropdown menu showing "C9999-test", "Program Type" with a dropdown menu showing "All", "Fiscal Year" with a dropdown menu showing "2006", and "Include Inactive Staff?" with an unchecked checkbox. Below the fields are two buttons: "Run Report" and "Clear". At the bottom of the page, there is a login status bar showing "Login User: test1 with Update right." and links for "Manage Your Account", "Manage Your Locations", and "Contact Us".

Click on **Reports** and then **Staff Reports** to access the above screen.

Select any combination of fields to generate a staff report by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Fiscal Year	Use the drop-down arrow to choose the fiscal year. The default is the current year. To print prior year staff, use the drop-down arrow to choose the appropriate fiscal year.
Include Inactive Staff	Check the box if you would like the staff report to include inactive staff.

Staff Report

Staff Report 7/12/2006

Staff Name	Job	Primary Assignment	Education Level	PD Credits
test	Oct_05			
01	A Program Director	Corrections	Associate Degree	
OCT_0513B	OCT_0513B			
10	A Instructor	Mathematics	Bachelor Degree	
Toni	Quire			
00	A Instructor			
Terry	Test			0
01	A Instructor	ABE/GED	Doctoral Degree	
07	A Instructor	ABE/GED	Doctoral Degree	
09	A Instructor	ABE/GED	Doctoral Degree	
10	I Instructor	ABE/GED	Doctoral Degree	
11	A Instructor	ABE/GED	Doctoral Degree	
14	A Instructor	ABE/GED	Doctoral Degree	
15	A Instructor	ABE/GED	Doctoral Degree	
22	A Instructor	ABE/GED	Doctoral Degree	
test	test			
10	A Program Director	Corrections	Doctoral Degree	
13	A Program Director	Corrections	Doctoral Degree	

This report shows all staff entered in AERIN for a program.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Family Lit: Child Goals/Parenting Hours Report Parameter Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Logout](#) [?](#)

Family Lit: Child Goals/Parenting Hours Report Parameters

Location * C9999-test ▼

Fiscal Year 2006 ▼

[Run Report](#) [Clear](#)

Login User: test1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Report is being designed and will be available at a later date.

Family Lit: Child Goals/Parenting Hours Report

Report is being designed and will be available at a later date.

Workplace Roster Report Parameter

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top is a navigation bar with links: Search Student, New Student, Search Staff, New Staff, Reports, and Logout. Below this is a header for the 'Workplace Roster Report Parameter' screen. The form contains several fields: Location (C9999-test), Satellite Site (All), Program Type (All), Staff Member (All), and Fiscal Year (2006). To the right of these fields are four checkboxes: 'Include Hours', 'Include only those with 12 or more hours', 'Export to Spreadsheet', and 'Full Demographics (works with "Export to spreadsheet" only)'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'. Below the form, there is a login status message 'Login User: test1 with Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Workplace Report Companies** to access the above screen.

Select any combination of fields by using the drop-down arrow to run a workplace report. Once you the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Staff Member	Use the drop-down arrow to choose a staff member, or leave blank to Run Report of all staff.
Fiscal Year	Use the drop-down arrow to choose the fiscal year.
Include Hours	Check this box to include hours.
Include those with only 12 or more hours	Check this box to include students with 12 or more hours.
Export to Spreadsheet	Check this box to export the report to Excel.
Full Demographics	Check this box along with export to spreadsheet to get demographic information for students.

Workplace Roster Report

Student Enrollment Roster For Fiscal Year 2006 7/12/2006

Site Name: C9999 test

Site	STA	PGM	LAST NAME	FIRST NAME	MI	GENDER	RACE	LAS	YRS	ENTRY	STAFF_NAME	COMPANY
		TYP						GRA	OUT	LEVEL		
	E	25	Man	Spider		F	5	10	23	02	test test	KYAE

Total Students: 1 Total Enrollments: 1

Student Count in this Report: 1

Enroll Count in this Report: 1

This report shows students enrolled in workplace program type codes.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc. Once you export to Excel you can then sort your report by different criteria. Example: If you want to see all students enrolled, sort by status. E-is for enrolled, S-is for Separated.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size Use the drop-down arrow to choose the viewing size.

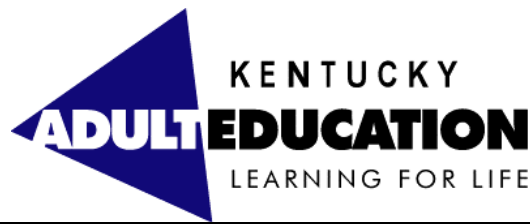
APPENDIX

A – KYAE Program Type Codes

B – Functional Levels

C – Goals

D – Kentucky Family Literacy Program Quality Indicators



AERIN Program Codes	
Code/Program	Description
01 – Adult Education or English as a Second Language (AE or ESL) NRS Enrollments	Adult Education/English as a Second Language courses designed to provide instruction in reading, mathematics, language arts and GED preparation, as well as courses designed for students whose native language is not English in order to enhance the ability to read, write, speak and listen in English.
07 – Adult Education or English as a Second Language at the Workplace (AE or ESL) NRS Enrollments	Adult Basic Education/English as a Second Language courses designed to provide instruction in reading, mathematics, language arts and GED preparation, as well as courses designed for students whose native language is not English in order to enhance the ability to read, write, speak and listen in English. Adult Basic Education/English as a Second Language courses are generally provided at a worksite rather than an adult education center. AE courses are provided to employees of specific companies.
09 – Work-based Skills or ESL Additional Services	A short-term course (less than 12 hours) in which instruction is designed to teach work-based skills and in which the educational outcomes and standards for achievement are specified. Instruction to teach workplace essential skills including critical thinking, computing, reading, writing, communicating, problem-solving, team-building and use of technology.
10 – Corrections Education Funding* NRS Enrollments	Adult Basic Education/English as a Second Language services funded through a corrections education grant.
11 – Family Literacy NRS Enrollments	Programs for families (adults with children) that include the following components: <ul style="list-style-type: none"> • Adult Basic Education/GED/English as a Second Language • Parent time • Child education, and • Parent and child time. Entry point for enrollment of the family is through the KYAE-funded provider. One or more components may be delivered by collaborating partners/agencies.
13 – AE/ESL Carry-Over Achievements* Additional Services	Designed to be used for those AE/ESL students served in the previous year but the goal was not achieved until first quarter of the current year. (Example: separation was in June with postsecondary education as the goal but they may not enroll until August.) Students in this code <u>do not</u> count toward total enrollments.

14 – Workforce Project Learner or ESL Additional Services	<p>A short-term course (at least 12 hours and no more than 30 hours) in which instruction is designed to teach work-based skills and in which the educational outcomes and standards for achievement are specified.</p> <p>Instruction to teach workplace essential skills including critical thinking, computing, reading, writing, communicating, problem-solving, team-building and use of technology. Also includes instruction designed for workplace certifications such as Kentucky Employability Certificate (KEC), Kentucky Manufacturing Skills Standard (KMSS) and Paraeducator.</p>
15 – Educational Assessments; Official Practice Test (OPT) Additional Services	<p>Approved assessments <u>only</u>. This service is designed to inform placement decisions for postsecondary education and/or qualify for GED testing. The individual does not desire instructional services.</p>
18 – Workforce Alliance* Additional Services	<p>Workforce services funded through Workforce Alliance.</p>
19 – English Literacy/Civics Education Funding Additional Services	<p>Services funded through EL/Civics education grants designed for students whose native language is not English and focus on the four national priorities: citizenship, naturalization procedures, civic participation and U.S. history and government.</p>
23 – Job Corps Additional Services	<p>Job Corps students accessing online academic courses through a partnership between Kentucky Adult Education and the Kentucky Job Corps, U.S. Department of Labor.</p>
25 – Workforce Assessment Additional Services	<p>Approved assessment services used <u>only</u> to verify functioning level for employment/job-related purposes.</p>
26 – Corrections Education Project Learner or ESL* Note: Must use KYAE-approved assessment to establish eligibility. Additional Services	<p>A short-term course designed to teach employability and job readiness activities, life skills, effective communication and problem solving, and computer literacy skills to students in correctional facilities.</p>
27 – Computer Literacy Skills Note: Must use KYAE-approved assessment to establish eligibility. Additional Services	<p>Computer literacy skills are defined as keyboarding, general knowledge of operating systems, word processing, spreadsheet functions and other software packages common in a general office environment.</p>
28 – Corrections Carry-Over Achievements* Additional Services	<p>Designed to be used for those corrections program students served in the previous year but the goal was not achieved until first quarter of the current year. (Example: separation was in June with postsecondary education as the goal but they may not enroll until August.) Students in this code <u>do not</u> count toward total enrollments.</p>
29 – Family Literacy Carry-Over Achievements* Additional Services	<p>Designed to be used for those family literacy program students served in the previous year but the goal was not achieved until first quarter of the current year. (Example: separation was in June with postsecondary education as the goal but they may not enroll until August.) Students in this code <u>do not</u> count toward total enrollments.</p>

*Program activity codes that DO NOT count toward performance incentive funding.

01	Beginning Literacy
02	Beginning Basic Education
03	Low Intermediate Basic Education
04	High Intermediate Basic Education
05	Low Adult Secondary Education
06	High Adult Secondary Education
07	ESL Beginning Literacy
08	ESL Low Beginning
09	ESL High Beginning
10	ESL Low Intermediate
11	ESL High Intermediate
12	ESL Advanced
13*	GED Score from GED Program

**Used by KYAE to populate GED scores. Instructors can use the test results report and look at code 13 tests to find all of a student's GED scores data matched into AERIN.*

ASSESSMENT PROCEDURES

- Adult educators must meet all vendor and KYAE training requirements before administering assessments. Adult educators should consult PDtrack for KYAE training on assessments.
- Assessment instruments must be kept in a secure environment according to vendor requirements.
- Assessment instruments shall be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.

ASSESSMENT ACCOMMODATIONS

- Reasonable accommodations for assessment shall be provided to students when:
 - a. The student has disclosed the presence of a disability and has provided documentation by a qualified professional of eligibility for accommodations under the provisions of the Americans with Disabilities Act (ADA)/Section 504.
 - b. The adult education program has administered a screening instrument and determined that accommodations are warranted.
- Accommodated assessments shall be in compliance with the fiscal agent's policies and procedures regarding accommodations.
- Accommodated assessments shall be in compliance with test publisher recommendations.
- Typical assessment accommodations for students with a documented disability include large print, extended time, audio-cassette, calculator for math, private room and break time.
- The accommodation must be specific to the disability and address only the documented functional limitations. Adult educators should note that inappropriate accommodations may lead to inaccurate test results.

KYAE-APPROVED ASSESSMENTS

TABE 9/10 (recommended) TABE 7/8

- TABE is recommended for adult education, corrections education and family literacy students.
- A student must score 11.9 or below to be eligible.
- KYAE requires at least one adult educator in every county to take "Introduction to TABE" and for all instructors administering the test to be familiar with the McGraw-Hill training video and accompanying workbook on administering the TABE.
- Upon initial enrollment, the TABE Locator(s) Test should be used as one tool to help determine the appropriate level(s) of the TABE assessment to be administered. The Locator should be used in conjunction with any other measures of student performance the instructor may have to determine the appropriate level(s) of the TABE assessment to be administered.
- Post-testing procedures must be in compliance with the official examiner's manual.

Ordering information:

Peggy Levins, Evaluation Consultant
CTB/McGraw-Hill
3134 Bush Drive
Franklin, TN 37064
Phone: (615) 599-6575
Fax: (615) 599-6576
E-mail: peggy_levins@ctb.com

CTB/McGraw-Hill
P.O. Box 150
Monterey, CA 93942-0150
Phone: (800) 538-9547
Fax: (800) 282-0266
Web site: www.ctb.com

Workplace TABE

- Workplace TABE is for use when the student's goals are to get a job, a better job or improve workforce skills.
- A student must score 11.9 or below to be eligible.
- KYAE requires at least one adult educator in every county to take "Introduction to TABE" and for all instructors administering the test to be familiar with the McGraw-Hill training video and accompanying workbook on administering the TABE.
- Post-testing procedures must be in compliance with the official examiner's manual.

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CTB/McGraw-Hill
P.O. Box 150
Monterey, CA 93942-0150
Phone: (800) 538-9547
Fax: (800) 282-0266
Web site: www.ctb.com

WorkKeys

- **WorkKeys may be used when the student's goals are to get a job, a better job or improve workforce skills.**
- **Adults without a high school diploma** may be initially assessed using WorkKeys and enrolled on this assessment if the student's WorkKeys level crosswalks to one of three NRS levels (High Intermediate Basic Education, Low Adult Secondary Education, High Adult Secondary Education). This assessment should be administered only after an initial intake process indicates that the student will score well on the WorkKeys assessment. If the student's WorkKeys level falls below one of these three NRS levels, the student should be assessed on the TABE and enrolled according to TABE results.
- **Adults with a high school diploma** should be assessed with a TABE to determine adult education eligibility (scoring 11.9 or below). If the adult is not eligible, he/she should be referred to KCTCS for a WorkKeys assessment.
- **Adults with a high school diploma and a pre-existing WorkKeys level** that qualifies them for adult education services (one of the three NRS levels) may be enrolled based on the WorkKeys assessment.

- To show level gains, students enrolled on a WorkKeys assessment must be post-tested using WorkKeys.
- Information on how to obtain scale scores for students is available at [scale scores](#).
- Post-testing procedures must be in compliance with the official examiner's manual.

Ordering information:

ACT WorkKeys Customer Service – 70
2727 Scott Blvd.
PO Box 1008
Iowa City, IA 52243-1008
(319) 337-1550
Web site: www.act.org/workkeys

BEST Literacy

BEST Oral

BEST Plus

- These assessments are to be used for English as a second language students.
- Adult educators must be trained by a certified BEST trainer before administering the assessment.
- Post-testing procedures must be in compliance with the official examiner's manual.

Ordering information:

Center for Applied Linguistics
4646 40th Street, NW
Washington DC 20016-1859
(202) 362-0700
Web site: www.cal.org

CASAS

- CASAS is to be used only for English as a second language students.
- Adult educators must be trained by a certified CASAS trainer before administering these assessments.
- Post-testing procedures must be in compliance with the official examiner's manual.

Ordering information:

CASAS
8910 Clairemont Mesa Blvd.
San Diego, CA 92123-1104
(800) 255-1036
Web site: www.casas.org

OTHER ASSESSMENTS
(NOT USED TO DETERMINE ELIGIBILITY FOR ENROLLMENT)

Providers may offer the Kentucky Manufacturing Skills Standards assessment only when an individual's eligibility has been established in accordance with assessment and enrollment policy.

The COMPASS assessment has been crosswalked to the TABE; however, a COMPASS score may not be used for enrollment because the U.S. Department of Education, Office of Vocational and Adult Education, does not recognize COMPASS as an approved enrollment assessment. The COMPASS-TABE crosswalk cannot be used for assessment or enrollment purposes. Existing COMPASS scores may be used in the intake process as an unofficial indication of a student's level. COMPASS testing is not an approved assessment for enrollment in Educational Assessments (AERIN code 15) or Workforce Assessments (AERIN code 25).

In addition to the required standardized pre- and post-assessment instruments, programs should continue to use a variety of formal and informal instruments and procedures to collect valid on-going information regarding student instructional needs and progress. Some examples include:

- Computerized assessments
- End of unit tests from textbooks
- Checklists
- Individual projects or products
- Small group projects
- Educator-made assessments
- Project/products with clearly defined criteria or performance standards
- Dated anecdotal records of teaching observations
- Performance samples, including writing samples, journals, audiotapes of student readings or interviews, worksheets
- Role playing
- Student interviews and self-evaluations

The following assessment instruments and procedures may not be used for determining entry or exit level:

- Official GED Practice Test (OPT)
- GED (General Educational Development) Tests
- TABE Survey Test
- Short form of BEST (Basic English Skills Test) Oral
- Using different assessment instruments for pre- and post-assessment (i.e., CASAS for pre-assessment; TABE for post-assessment)
- Using the same form of CASAS for both pre- and post-assessment
- Professional judgment

NATIONAL REPORTING SYSTEM

The [National Reporting System](#) (NRS) is the accountability system for the federally funded adult education program, mandated by the [Workforce Investment Act](#) (WIA).

Adult education programs nationwide use NRS levels to provide information to the federal government about student progress. KYAE collects student assessment, demographic and participation data on AERIN to report to the NRS and partners.

NRS LEVELS

To comply with NRS, providers must use the following entry and progress levels.

Beginning Literacy

- TABE (9-10), TABE (7-8) or Workplace TABE
Test Benchmarks: Reading: 367 and below
 Total Math: 313 and below
 Language: 389 and below

Beginning Basic Education

- TABE (9-10), TABE (7-8) or Workplace TABE
Test Benchmarks: Reading: 368 - 460
 Total Math: 314 - 441
 Language: 390 - 490

Low Intermediate Basic Education

- TABE (9-10), TABE (7-8) or Workplace TABE
Test Benchmarks: Reading: 461-517
 Total Math: 442-505
 Language: 491-523

High Intermediate Basic Education

- TABE (9-10), TABE (7-8) or Workplace TABE
Test Benchmarks: Reading: 518-566
 Total Math: 506-565
 Language: 524-559
- WorkKeys
Test Benchmarks: Reading for Information: 75-78
 Writing: 75-77
 Applied Mathematics: 75-77

Low Adult Secondary Education

- TABE (9-10), TABE (7-8) or Workplace TABE
Test Benchmarks: Reading: 567-595
 Total Math: 566-594
 Language: 560-585
- WorkKeys
Test Benchmarks: Reading for Information: 79-81
 Writing: 78-85
 Applied Mathematics: 78-81

High Adult Secondary Education

- TABE (9-10), TABE (7-8) or Workplace TABE
Test Benchmarks: Reading: 596 and above
 Total Math: 595 and above
 Language: 586 and above
- WorkKeys
Test Benchmarks: Reading for Information: 82-90
 Writing: 86-90
 Applied Mathematics: 82-90

ESL Beginning Literacy

- CASAS
Test Benchmarks: Reading: 180 and below
 Listening: 180 and below
- BEST Literacy
Test Benchmarks: 0-7
- Best Oral
Test Benchmarks: 0-15
- BEST Plus
Test Benchmarks: 400 and below

ESL Low Beginning

- CASAS
Test Benchmarks: Reading: 181-190
 Listening: 181-190
 Writing: 136-145
- BEST Literacy
Test Benchmarks: 8-35

- Best Oral
Test Benchmarks: 16-28
- BEST PLUS
Test Benchmarks: 401-417

ESL High Beginning

- CASAS
Test Benchmarks: Reading: 191-200
Listening: 191-200
Writing: 146-200
- BEST Literacy
Test Benchmarks: 36-46
- Best Oral
Test Benchmarks: 29-41
- BEST PLUS
Test Benchmarks: 418-438

ESL Low Intermediate

- CASAS
Test Benchmarks: Reading: 201-210
Listening: 201-210
Writing: 201-225
- BEST Literacy
Test Benchmarks: 47-53
- Best Oral
Test Benchmarks: 42-50
- BEST PLUS
Test Benchmarks: 439-472

ESL High Intermediate

- CASAS
Test Benchmarks: Reading: 211-220
Listening: 211-220
Writing: 226-242
- BEST Literacy
Test Benchmarks: 54-65
- Best Oral
Test Benchmarks: 51-57
- BEST PLUS
Test Benchmarks: 473-506

ESL Advanced

- CASAS
Test Benchmarks: Reading: 221-235
Listening: 221-235
Writing: 243-260
- Exit Criteria: Reading: 236 and above

Listening: 236 and above
Writing: 261 and above

- Best Oral
Test Benchmarks: 58-64

Exit Criteria: 65 and above
- BEST PLUS
Test Benchmarks: 507-540

Exit Criteria: 541 and above
- NOTE: BEST Literacy should not be used for enrollment in this level due to the lack of exit criteria.

Adult Education

- 01 Earn a GED
- 04 Enter Postsecondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training Program (non post-secondary)
- 10 Obtain Silver Kentucky Employability Certificate
- 11 Obtain Gold Kentucky Employability Certificate
- 12 Pass Kentucky Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive U.S. Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Job Retention
- 30 Complete Beginning Literacy
- 31 Complete Beginning Basic Education
- 32 Complete Low Intermediate Basic Education
- 33 Complete High Intermediate Basic Education
- 34 Complete Low Adult Secondary Education
- 35 Complete High Adult Secondary Education
- 38 Master Workplace Essential Skills Instruction (for code 9 & 14 only)
- 40 Other
- 41 Complete ESL Beginning Literacy
- 42 Complete ESL Low Beginning
- 43 Complete ESL High Beginning
- 44 Complete ESL Low Intermediate
- 45 Complete ESL High Intermediate
- 46 Complete ESL Advanced
- 96 Literacy Link KET
- 97 Access WIN Software through KYVAE
- 98 Access PLATO Software through KYVAE

Family Literacy

- 61 Parent Support of Child's Education
- 70 Parent Child Interactive Literacy Activities

Family Literacy Children

- C1 - Child demonstrates progress in language and literacy skills
- C2 - Child demonstrates progress in developmental progress
- C3 - Child demonstrates progress in reading and reading readiness
- C4 - Child demonstrates progress in writing
- C5 - Child demonstrates progress in numeracy

**Kentucky Family Literacy
PROGRAM QUALITY INDICATORS
2006-07**

Goal of Kentucky Adult Education Family Literacy Programs: “To break the cycle of under-education and poverty through integrated family literacy programs of sufficient quality, intensity, and duration to move families toward self-sufficiency.”

SUBJECT	Performance	Expectation	Time Period	Measures
Enrollment	Kentucky Adult Education family literacy enrollment goals shall be based on enrolling .5% of the target population (Levels 1 and 2) in every county or 20 families – whichever is higher - for 2006-2007.	100%	Per program year	AERIN
Adult enrollment	Adults are officially enrolled in family literacy after 12 hours, which shall include completing an approved enrollment assessment, two hours of parenting, two hours of facilitated PACT and two hours of un-facilitated PACT.			AERIN
Child enrollment	Children are officially enrolled along with their respective parent(s)/guardian(s).			AERIN

SUBJECT	Performance	Expectation	Time Period	Measures
Adult Education	Adults shall meet NRS educational, employment and postsecondary goals.	NRS performance levels for educational, employment and postsecondary goals.	Within the program year	NRS goals as recorded in AERIN.
Child Education, Age Birth-18	Children improve in language and literacy skills, reading readiness, reading, writing, numeracy and developmental areas as tracked by the child's educational agency, program, parent/guardian or medical or social work professional.	80% of children show progress in one or more areas	Within the program year	Form signed by parent/guardian, teacher, medical or social work professional. Form shall be accessible in student file.
Parenting Education	Minimum of two hours per month facilitated by family literacy program staff in which parents improve their ability to support the educational growth of their children and their preparation for success in school. Parents strengthen their knowledge and skills in supporting their children's language and literacy skills, reading readiness, reading, writing, numeracy and developmental areas. Outcomes include parents helping more frequently with school, increasing contact with children's teachers, being more involved in children's school activities.	50% of parents	Per month during the program year	AERIN

SUBJECT	Performance	Expectation	Time Period	Measures
Parent and Child Together Time (PACT) Facilitated PACT	<p>Minimum of two hours per month facilitated by family literacy program staff or partnering agency in which parents and children improve their ability to learn together by participating in interactive literacy activities, such as reading to children, visiting the library and purchasing books or magazines.</p> <p>Goal: “improve speaking, listening, reading, and writing skills of parents and children through play” (Jacobs, 2004) Purposeful time to: “increase and facilitate meaningful parent child interactions focused primarily on language and literacy development in a high-quality learning environment where they can learn and play together” (Jacobs, 2004)</p>	50% of parents and children (families)	Per month during the program year	AERIN

Un-facilitated PACT	<p>Minimum of two documented hours per month, independent of family literacy program staff or partner facilitation. Parents apply strategies, tools and techniques learned throughout the program, and particularly practiced in facilitated PACT, within the family's home environment.</p> <p>Parents and their children improve their ability to learn together by participating together in interactive literacy activities, such as reading to children, visiting the library and purchasing books or magazines.</p> <p>The amount of time children spend together with their parents has been correlated to children's academic achievement. (Eliot, 1999) Other benefits include greater emotional and social growth that fosters attachment, resilience, and protective factors necessary for their development. (Werner, 1996; Powell, 2004; Pianta, 2004)</p>	50% of parents and children (families)	Per month during the program year	<p>AERIN</p> <p>Records shall be documented and accessible in student file.</p>
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